CPAC'S QUICK FACTS APRIL 2011

Civilian Recruitment Process Changing

Over the next two years, the Army will transition from one automated recruitment tool to another. USA Staffing will replace Resumix for advertising vacant positions, accepting applications from job seekers, and evaluating the job seeker's eligibility and qualifications. Although both Resumix and USA Staffing are automated recruitment tools, there are some major differences.

Perhaps the most significant change is that this will apply to Non-appropriated Fund employment vacancies as well as Appropriated Fund positions. In addition, USA Staffing uses occupational questionnaires to determine the best qualified candidates instead of Resumix skills. The questionnaires contain a set of questions and statements, directly related to the position, used to obtain information from the applicants. Responses to the questionnaires are used to determine the applicant's qualifications and quality of his or her experience and training.

Fort Riley is not scheduled to transition to USA Staffing until March 2012 (subject to change). However, the Army-wide transition has already begun and some Army installations are already using USA Staffing. During this time of transition, applicants must pay special attention to the "How to Apply" information on each job announcement. Each vacancy announcement will have instructions to guide job seekers through the application process.

USA Staffing has previously been used by other Federal agencies. You may already have a resume in the USA Staffing database. If you do not, you may submit your resume to USA Staffing at any time while maintaining your Resumix resume during the transition. You may wish to save your current resume to a word document to facilitate transferring information to USA Staffing.

The Fort Riley CPAC will hold several information classes for the work force prior to our transition date. We will guide you through the process of creating your new resume as well as familiarize you with the USA Staffing tool. You can get a sneak peek at USA Staffing by going to http://www.armycivilianservice.com. We have also posted some informationbulletins at An Applicant's Introduction and Resumix/Army Resume Builder to USAJobs

If you have any questions or concerns, please let us know. The CPAC is here to help you during this transition.



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